



**Announcement No. ST-FSN-16-14**

**POSITION:** PROGRAM ASSISTANT FSN-8/FP-6

**OPEN TO:** All Interested Candidates

**OPENING DATE:** March 20, 2014

**CLOSING DATE:** April 3, 2014

**WORK HOURS:** Full-Time

**SALARY:** For salary information, contact the HR office  
The FP grade will be confirmed by Washington.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tegucigalpa is seeking a candidate to fill two (2) Program Assistant positions in the International Narcotics and Law Enforcement Affairs (INL).

**BASIC FUNCTION OF POSITION:**

This position serves as the program assistant for an INL Central American Region Security Initiative (CARSI) project, and is responsible for assisting the project manager in coordinating the programmatic efforts of the CARSI Project for INL Honduras. Duties and responsibilities include organizing logistical activities associated with the project deliveries to the Government of Honduras and other programmatic related training events to be conducted locally; interpreting for INL project coordinator and high level delegations; completing official and unofficial translations of written communication; acting as liaison between the INL Office and a variety of host government entities; and monitoring and reporting on all local developments that affect the INL Project.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Claudia Tovar at 2236-9320 Ext. 4743.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- EDUCATION:** Two years of university studies in business administration, economics, political science, finance, or related field is required.
- EXPERIENCE:** At least five years of progressive, professional experience in an administrative, financial management, development, law, or technical assistance environment, (preferably either within the U. S. Mission, other Foreign Mission, an International Organization, Host Government Agency, or Non-Government Office) is required.
- LANGUAGE:** Level IV (Fluent) in English and level II (Limited Knowledge) in Spanish is required. This will be tested.
- KNOWLEDGE:** Must have knowledge of Microsoft suite of software, to include: Word, Excel, Access, and PowerPoint. Must have knowledge of administrative procedures, such as, filing, maintaining records, and establishing filing systems.
- SKILLS AND ABILITIES:** Strong organizational skills are required. Must be able to deal effectively with senior United States Government officials within and outside the US Embassy, as well as senior Government of Honduras officials. Must have demonstrated ability to plan, organize and manage a project with limited guidance and supervision and be able to effectively prioritize assignments. Must be able to effectively communicate orally and in writing, both in English and Spanish. Must be able to work under pressure, to deal with overlapping tasks, and to work independently when the INL Project Coordinator is away from Post.

**SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one (1) year in order to be eligible for consideration.
3. Current Ordinarily Resident employees on a Performance Improvement Plan (PIP) or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. All candidates for employment with the U.S. Mission must pass a background/security investigation and a medical certification. Any employment offer with the U.S. Mission is contingent upon a candidate's ability to secure the necessary clearances.

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae in English that provides the same information found on the UAE (see section 3A below for more information); plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

**By Mail:** Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

**In Person:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

**Via Email:** [hrot3@state.gov](mailto:hrot3@state.gov)

**POINT OF CONTACT:**

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

**CLOSING DATE FOR THIS POSITION: APRIL 3, 2014**

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

---

SEE <http://honduras.usembassy.gov/vacancies.html> FOR ADDITIONAL EMPLOYMENT OPPORTUNITIES

---